

**OFFICE OF THE CHIEF OF POLICE**

**SPECIAL ORDER NO. 35**

**October 19, 2001**

**SUBJECT: DATA COLLECTION FOR MOTOR VEHICLE AND PEDESTRIAN STOPS**

**EFFECTIVE: November 1, 2001**

**PURPOSE:** The United States Department of Justice and the City of Los Angeles have entered into a legally binding agreement known as the Consent Decree. This agreement includes provisions that require the Los Angeles Police Department to collect information on certain types of motor vehicle and pedestrian stops. This information includes the name and serial number of officer(s) conducting the stop, the demographics of the people who are stopped, the reason for the stop, searches conducted, search authority, evidence recovered, and actions taken.

Initially, the data will be obtained by written report. However, the Department is in the process of implementing a program to capture the required data through the use of a hand held electronic device or Personal Data Assistant (PDA). We expect that within about six months, most uniformed officers will complete the Field Data Report electronically. The data will then be transferred to a centralized database either by a docking device or wireless technology.

This Order activates the Field Data Report, Form 15.43.01, and requires all officers to complete that report when conducting a motor vehicle or pedestrian stop. This Order also activates the Record of Field Data Report Books, Form 15.43.02, to record the issuance of Field Data Report books.

**PROCEDURE:**

**I. FIELD DATA REPORT, FORM 15.43.01 - ACTIVATED.** The Field Data Report, Form 15.43.01, is activated.

**A. Use of Form.** This form is used by officers to record information on motor vehicle and pedestrian stops per Consent Decree requirements. It is supplied in book form similar to a citation book.

**B. Completion Criteria.**

**1. Motor Vehicle Stops.** A Field Data Report shall be completed on the driver of each vehicle stopped, as well as any passenger who is required to **exit** the vehicle.

**Exceptions:** A report is not required under the following circumstances:

- \* Checkpoint stops and roadblock stops;
- \* Commercial vehicle inspection stops;
- \* Safe driving award stops;
- \* Child safety seat giveaway stops;
- \* Stops related to the execution of an arrest warrant(s) where the person being stopped is reasonably believed to be the person named on the warrant; or,
- \* Stops as part of a targeted prostitution task force or drug enforcement sting for which the sole purpose is to identify and arrest persons who engage in or attempt to engage in the targeted unlawful conduct.

**2. Pedestrian Stops.** A Field Data Report shall be completed for all pedestrian stops.

**Exceptions:** A report is not required under the following circumstances:

- \* Field interview of a witness to or victim of a crime;
- \* Stops that are directly related (time, place, and circumstances) to a call for service involving a homicide, rape, robbery, assault, domestic violence, shots fired, suspect with a gun or knife, kidnapping, bomb threat, child in danger of physical harm caused by another person, officer needs help or assistance, or battery;
- \* Stops related to the execution of an arrest warrant where the person being stopped is reasonably believed to be the person named on the warrant;
- \* Stops directly related to the execution of a search warrant;
- \* Stops as part of a targeted prostitution task force or drug enforcement sting for which the sole purpose is to identify and arrest persons who engage in or attempt to engage in the targeted unlawful conduct;
- \* Stops related to the declaration of an unlawful assembly by a Department supervisor and incidental stops related to crowd control; and,

- \* Consensual stops that remain voluntary and are not elevated to detentions. When a consensual encounter is elevated to a detention, or includes a pat down/frisk search; seizure; preparation of a Field Interview Report (FI), Form 15.43; citation; or arrest, a Field Data Report shall be completed.

The vehicle and pedestrian stop exceptions are also printed at the top of the form.

**C. Requirements to Complete the Field Data Report.**

1. **Initial Reason(s) for Stop.** The officer shall shade all the applicable circles indicating the initial reason(s) for the stop and shall indicate whether:

- \* The driver was required to exit the vehicle;
- \* A pat down/frisk search was conducted; and,
- \* The pedestrian, driver or passenger was asked to submit to a consensual search and whether permission was granted or denied.

**Note:** A separate Field Data Report shall be completed for each passenger required to **exit** the vehicle.

2. **Warrantless Searches.** If a warrantless search was conducted, the officer shall:

- \* Shade the appropriate circle (one only) to indicate the authority for the search;

**Note:** When the option "other" is selected, the officer shall write the specific search authority on the adjacent blank line.

- \* Shade the applicable circle (Yes/No) to indicate whether a search was conducted;
- \* Shade all the applicable circles to indicate what was searched (vehicle, person, residence, etc.); and,

**Note:** When the option "other" is selected, the officer shall write a brief description of what was searched on the adjacent blank line.

- \* Shade all the applicable circles to indicate what was discovered/seized (weapons, money, drugs, etc.).

3. **Action(s) Taken.** The officer shall shade all the applicable circles to indicate the action(s) taken (warning, arrest, FI completed, none, citation number, and/or booking number).

**Note:** When citation number or booking number is selected, the officer shall enter the appropriate number on the adjacent blank line.

4. **Other Required Information.** The officer shall shade the appropriate circles and/or enter the appropriate information into the spaces for each of the following:

- \* Whether the person was a pedestrian, driver, or passenger;
- \* The gender, apparent descent, and apparent age of the involved person;

**Note:** When the option "other" is selected for apparent descent, the officer shall write on the adjacent blank line a descent, which best describes the person.

- \* The last four digits of the incident number;

**Note:** If an incident number is not obtained or readily accessible, the officer shall enter four zeros (0000) in the adjacent space and shade the corresponding circles.

- \* Date and time of the stop;
- \* Reporting district where the stop occurred; and,
- \* Each officer's name, serial number, and Area/division number.

**D. Distribution.**

- 1 - Original, forwarded to Information Technology Division (ITD) for processing

- 1 - Copy, retained in Field Data Report book  
(Completed Field Data Report books shall be maintained at the command of issuance and at a location determined by the commanding officer.)

**2 - TOTAL**

**II. RESPONSIBILITIES FOR COMPLETION AND TRACKING.**

- A. Officer's Responsibility.** Officers shall complete a Field Data Report for every person who meets the required criteria. Officers shall also provide the person with an official Department business card in accordance with Department Manual Section 4/296.01. The business card shall include the date and time of the stop and the last four digits of the related incident number, when obtained or accessible.

Officers who complete an activity log (e.g., Daily Field Activities Report) shall make a log entry for the stop to record completion of the Field Data Report(s) and its reference number. Officers shall submit completed Field Data Reports along with their log at end of watch. Officers who do not complete a log shall submit the Field Data Reports daily at end of watch to a supervisor designated by their commanding officer.

**Note:** When electronic devices become available (in about six months) employees who are issued a Department PDA shall complete the reports electronically in lieu of completing a written Field Data Report.

The remaining copy of each completed Field Data Report shall not be removed from the Field Data Report book. If it becomes necessary to void a Field Data Report, the officer shall write "VOID" in uppercase letters across the report and place his/her signature, serial number, and the date on the voided form. In such cases, the officer shall leave the original and the copy in the Field Data Report book.

- B. Supervisor's Responsibility.** Supervisors reviewing Field Data Reports shall ensure they are properly completed and shall place their initials and serial number in the lower right corner of each report. The supervisors shall ensure that completed forms are forwarded, via interdepartment mail, to:

Information Technology Division  
ATTN: Data Entry Section, Field Data Reports  
207 S. Broadway, Room 300  
Los Angeles, CA 90012  
Mail Stop 447

**C. Commanding Officer, Information Technology Division.**

The Commanding Officer, ITD, shall maintain a database of Field Data Report information and ensure that Field Data Reports are processed and maintained in an appropriate file.

**III. RECORD OF FIELD DATA REPORT BOOKS, FORM 15.43.02 - ACTIVATED.** The Record of Field Data Report Books, Form 15.43.02, is activated.

**A. Use of Form.** This form is used to maintain a record of the issuance and return of Field Data Report books.

**B. Completion.** The employee designated by the commanding officer to issue Field Data Report books shall enter all applicable information in the appropriate spaces.

**C. Distribution.**

1 - Original, retained by originating command

1 - TOTAL

**IV. ISSUANCE AND RETENTION OF FIELD DATA REPORT BOOKS.**

**A. Supervisor's Responsibility.** When an officer is transferred to another command, all Field Data Report books in his/her possession shall be returned to a designated supervisor in the command from which the books were obtained. If any of the Field Data Reports in a book are unused, the supervisor shall record the number of unused reports on the Record of Field Data Report Books form in the Remarks section. The books shall then be made available for reissuance.

**B. Commanding Officer's Responsibility.** Each commanding officer shall ensure that all field officers within his/her command are issued a Field Data Report book, establish appropriate controls for the issuance and return of books, and maintain a file of completed Record of Field Data Report Books issued within his/her command. Additionally, commanding officers

shall ensure that completed Field Data Report books are retained in accordance with the Department's Records Retention Program.

**FORM AVAILABILITY:** The Field Data Report, Form 15.43.01, and the Record of Field Data Report Books, Form 15.43.02, will be distributed to all operational commands prior to November 1, 2001. After the initial distribution, the reports will be available for ordering from the Department of General Services, Distribution Center. A copy of each form is attached for reference.

**AMENDMENTS:** This Order adds Sections 3/213, 4/202.03, 5/15.43.01, and 5/15.43.02, and amends Section 4/203.40 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Administrative Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**BERNARD C. PARKS**  
Chief of Police

Attachments

**DISTRIBUTION "D"**